

ASSISTANT COUNTY ADMINISTRATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work assisting the County Administrator in directing operations of the County government; does related work as required. Work is performed under general supervision. Supervision is exercised over assigned departments.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting the County Administrator with special projects and daily administration; performing research and preparing papers for the County Administrator and Board of Supervisors; coordinating work with County Administrator and department directors; supervising certain departments; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees assigned County departments including human resources, emergency services, geographical information systems and court services; supervises, directs, and evaluates assigned staff by processing employee concerns and problems, counseling, disciplining and completing employee performance appraisals.
- Serves as liaison to associations, boards and state and federal agencies; serves as liaison to the Library Director and Parks and Recreation Director.
- Consults with municipal, state and federal officials regarding environmental services and public safety.
- Provides briefings and public addresses to professional and County groups regarding all areas of responsibility.
- Leads and facilitates committees, work groups, and process action teams.
- Prepares narrative, technical, and informative reports and papers; records, tracks and reports status of Board of Supervisors annual goals and objectives; prepares departmental budgets and formulates controls to implement budget conformance; prepares capital improvement project submissions; assists with developing and writing internal and external communications and speeches; prepares committee agendas and meeting minutes; prepares and conducts Board of Supervisors work sessions; prepares weekly status reports; develops and prepares statistical analyses; prepares and evaluates requests for proposals; prepares correspondence.
- Responds to citizen concerns and maintains system for follow-up; provides information to citizens and the media.
- Conducts independent research as basis for project initiation.
- Interprets and applies local, state, and federal laws, ordinances, and rules/regulation.
- Prepares and presents resolutions for Board of Supervisors consideration; coordinates Board of Supervisors agenda and meeting process; monitors meeting follow-up; provides constituent services for Board of Supervisors.
- Coordinates County's legislative program.
- Approves special check requests, purchase orders and pay vouchers.
- Writes, interprets and enforces County personnel and other policies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the organization, function and methods of operation of the County's departments; comprehensive knowledge of general management and office organization principles and practices; comprehensive knowledge of the basic laws, ordinances and regulations underlying the County government corporation; ability to analyze a variety of complex working procedures; ability to express complex ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration, political science or related field and extensive experience in local government administration. Master's degree preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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